

NEWSLETTER

Bringing personnel news to our City workforce

Mufi Hannemann, Mayor
City & County of Honolulu

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Department of Human Resources

RESPECT IN THE WORKPLACE

All employees have the right to expect a workplace free of discrimination. We have federal, state and city laws that mandate non-discrimination in employment. They are referenced in regulations, guidelines and policies. The bridge between the laws and regulations and our actual workplaces is built on respect. In order for policies to be effective, they must be incorporated into our actions and interactions in the workplace. As employees, we are expected to refrain from conduct that is discriminatory. Some examples of conduct that is inappropriate for the workplace are:

- ✓ Ethnic slurs and racial jokes
- ✓ Use of profanity
- ✓ Putting down another's religion/beliefs
- ✓ Ageist statements
- ✓ Sexually suggestive cards, emails
- ✓ Remarks about a person's disability
- ✓ Making unwelcome sexual advances or requests for sexual favors
- ✓ Physical contact of a sexual nature
- ✓ Remarks, comments, jokes, etc. of a sexual nature
- ✓ Gender-based or sexually abusive language

NOTE:
Complaints of discrimination can be made to any supervisor or manager, departmental EEO Coordinator or the City's Equal Opportunity Officer at 527-6847.

This is not meant to be a complete list, but rather a few examples of the kind of conduct that should not be present in the workplace. All employees are reminded that employment discrimination based on any of the following factors is prohibited: race, color, religion, national origin, sex, disability, age, ancestry, arrest and court record, marital status, national guard participation, breastfeeding, assignment of child support obligations, politics, sexual orientation. Retaliation for making a complaint of discrimination is also prohibited and considered a separate violation.

Each of us plays an important part in making sure that the workplace is respectful—a place where all employees, regardless of similarities or differences, are treated with respect and can contribute to our mission of service to the people of the City and County of Honolulu.

A DRUG FREE WORKPLACE

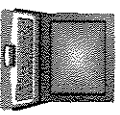
All City employees should be concerned about the effects of drugs in the workplace and on society. In 1990, the City issued the Drug-Free Workplace Policy for all employees. It is one part of an overall effort by the City to establish and maintain a drug-free workplace. Employees in federally funded programs covered by the Drug-Free Workplace Act are also covered by the Drug-Free Workplace Policy for Federally Funded Worksites.

The policies emphasize the City's prohibition against the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on City premises or on City time. In addition, the policies encourage employees who have problems or concerns that may affect their ability to comply with the prohibitions to seek assistance before the activity leads to conviction and/or disciplinary action.

The Federally Funded Worksites policy also requires that an employee report, in writing, to his/her department any conviction for the prohibited activity listed above. The report must be made within five calendar days of the conviction.

All City employees should be familiar with the policy or policies applicable to them. You can get a copy of the policy from your departmental personnel office.

Update Your Personal Information



If you have a new mailing address, complete a "Notification of Address Change" eform. The form is available via the **City's intranet eforms** under "BFS FORMS". Complete the form and submit it to your department personnel office. If you do not have access to the City's intranet, contact your department personnel office for a form.

SICK LEAVE CREDITS

Protect yourself from loss of income by saving your sick leave and using it only when it's really needed.

Save it. Use it when you're sick or injured. Under current law, accumulated sick leave credits may be applied to your retirement pension. **SAVE IT!**

Who gets your \$26,000 life insurance?



City employees who receive health benefits are eligible for a free \$26,000 (under age 65) life insurance policy. In the event of your unforeseen death as an employee, the person or persons identified as beneficiary(ies) is eligible to receive the \$26,000. Who did you name as your beneficiary to the \$26,000 life insurance? If you can't remember, please call your department personnel officer to complete a new form. ■



2006 Deferred Compensation

Deferred compensation is a program that allows you to defer a portion of your salary until you retire or leave the City. This is done automatically through payroll deduction. (Only employees eligible for health benefits may participate.)

The maximum contribution for deferred compensation has been increased to **\$15,000** for the 2006 calendar year. If you are 50 years old and older you may make additional catch-up elective deferrals.

Employees should contact ING, the City's plan administrator directly if they want to increase their salary reduction amount or start an account. Call **ING at 597-8213**. ■

DIRECT DEPOSIT



Do you have your paycheck directly deposited into your financial institution on payday? With direct deposit, whether you're on vacation, sick leave or traveling out of town, your pay will be deposited into your account.

Direct deposit is the safest, most convenient way to get your money into your checking or savings account. You will still receive a statement from the City and a monthly account statement from your financial institution. The City payroll office will honor direct deposit forms from any participating financial institution.

Direct deposit authorization forms are available via the City's intranet eforms under "BFS FORMS". Complete the form and submit it to your department's personnel office. If you do not have access to the City's intranet, contact your department personnel office for an authorization form.

(When you are on industrial leave and have exhausted your sick and vacation leaves, check with your supervisor or department personnel office regarding your paycheck.) ■

Leave Sharing Program

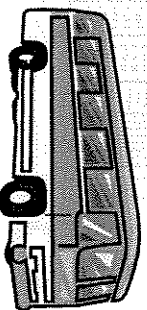


The City's Leave Sharing Program allows employees to donate their accumulated vacation leave credits to another employee who has a serious illness or injury.

In December 1998, the City's Leave Sharing Program was amended to include leave to care for a family member suffering from a serious illness or injury. Family member is defined as an employee's parent, parent-in-law, spouse or child, or stepchild in a parent-child relationship with the employee; and who requires vigilant medical attention for at least 30 consecutive days. The child must be living with and a tax dependent of the employee. Parent means biological or adoptive.

Contact your department personnel officer for more information. ■

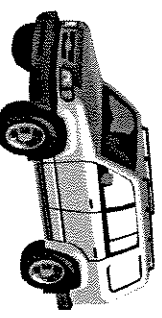
THE COMMUTER CHOICE PRE-TAX OPTION



The federal **Commuter Choice Pre-Tax Benefit** is available to all City employees. **What is it?** You may designate as a pre-tax item your monthly City parking fee, bus pass or mass transit fees via payroll deduction. By your choosing, the monthly cost is deducted from your gross salary in advance and transmitted to the respective transit company. Mass transit alternatives include: TheBUS, LOTMA, Vanpool Hawaii and TheHANDI-VAN. Other transit alternatives may be added as they become available. You must complete the appropriate forms.

Since pre-tax deductions will decrease total taxable income, you may want to consult with your tax advisor to determine the impact the pre-tax approach may have on your social security benefits and deferred compensation contributions.

How can I enroll? Contact your department personnel office.



What if your parking fees are already deducted through payroll deduction? Complete the pre-tax election form that you can obtain from your department personnel office. ■

City Job Information On-Line



<http://www.honolulu.gov/hr/index.htm>

Visit our website and click on the "JOBS" link to view our current job opportunities and apply on line.

For promotional job opportunities, click on the "PROMO JOBS" link and scroll down to view promotional opportunities for City employees. ■

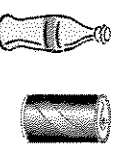
REYNOLDS RECYCLE REDEMPTION CENTER (MACHINES)



IN THE HMB LOBBY

Monday-Friday 8 a.m. to 5 p.m.

Closed on Saturday & Sunday



Department of Human Resources • Job Information Center • 650 South King Street, 10th Floor
Hours: 7:45 A.M. To 4:30 P.M. • 24-Hour Job Information Line: 523-4301

Visit our website at: www.honolulu.gov/hr